

POLICE OFFICER FIRST CLASS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the second level of general police work in which the employee acts independently in performing routine patrol duties necessary to support the police department's objectives of providing crime prevention, crime detection and offender apprehension, traffic regulation, and public assistance services to the citizens of Houma. Employees in this position must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. This class reports to and has work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts routine patrol either on foot or by driving a patrol car. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect. Locates suspected drug dealers, persons transporting illegal aliens, or persons handling stolen merchandise, by searching for specific profile or suspicious vehicles. Communicates with headquarters and other department personnel by operating a police radio. responds to crimes-in-progress. Protects crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been apprehended. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights.

Makes traffic stops, inspects visible contents of stopped vehicle to determine if any evidence of illegal activity is present. Protects accident scene. Removes or assists in removing injured persons from wrecked vehicles, providing emergency medical assistance when necessary. Observes and stops motorists suspected of driving while intoxicated or under the influence and makes arrest when necessary.

Performs criminal investigation and protects major crime scenes by keeping people and vehicles away from areas where evidence might exist. Interviews crime victims and witnesses by asking relevant questions to obtain pertinent facts. Identifies, collects, labels and preserves evidence, using appropriate

procedures for protecting the chain of possession. Interrogates suspects. Dusts and lifts fingerprints at a crime scene. Determines possible motive(s) for a crime or incident by reviewing and analyzing information gathered. Communicates with informants in order to obtain information pertinent to investigation. Secures and executes arrest or search warrants. Testifies in court after having received official notice to do so.

Personally completes any report assigned by compiling information, reviewing and analyzing data to insure that reports will accurate, complete, and clear. Records pertinent information on log sheets relating to daily work activities. Completes standard report forms.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs and related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Officer immediately preceding the closing date for application to the board.